

**INTERNSHIP AGREEMENT (PAID)**

**Between**

**PROVIDER**

Company name:

Address:

CVR:

Internship supervisor: [Name, title, and educational qualifications]

Mail: Telephone:

and **INTERN**

Name:

Education:

Semester during internship:

Mail: Telephone:

Enter into the following agreement on employment in paid internship as an element in the study programme’s compulsory educational and learning part.

**1. Period of Internship**

1.1. The internship commences: [enter dd/mm/yy] and terminates: [enter dd/mm/yy]. The internship is expected to be a period of 6 months with an average of 37 hours weekly, including 2 1⁄2 weeks of holiday and 1 week allocated to the exam paper.

**2. Place of placement**

2.1. **Intern’s** place of work: [enter address of normal place-of-work].

2.2. On appointment, the **Intern** will be employed in the department” [enter name of department]” with reference to [enter Supervisor]. Supervisor is responsible for planning the work and supervising the Intern.

**3. Work tasks and learning plan**

3.1 The purpose of the internship is to provide the **Intern** with professional experience and skills, together with organisational and personal knowledge of the work functions and professional ethics to which the **Intern** is being educated.

3.2 At the place of the internship, it is the Supervisor’s responsibility that the internship provides adequate educational content as set out under point 3.4.

3.3. The **Provide**r will strive to develop the assignments and degree of responsibility over time so that the **Intern** becomes familiar with increasing numbers of work functions and areas, i.a.w. the learning plan.

3.4 The specific learning goals and assignments will be agreed upon and set out in an individual learning plan. The learning plan is considered to form part of the agreement. It is the responsibility of the **Intern** to upload the Internship Agreement and learning plan on time to the school’s system.

3.5. The **Intern** and Supervisor will evaluate the internship [enter: monthly / quarterly] and where necessary will revise the assignments and the learning plan. See Appendix 1.

3.6 On termination of the internship, the **Provider** will complete an Internship Statement that the **Intern** has completed the internship.

**4. Working conditions and equipment**

4.2. The **Provider** undertakes to instruct the **Intern** on the company’s rules and procedures, including safety practices, and work and communications routines.

4.3. The **Intern** undertakes to comply with these on an equal footing with the other employees in the company.

Over the course of the internship, the **Intern** is required to gather material for the reflection report which constitutes the internship examination. It is expected the **Provider** will contribute by providing the **Intern** with access to relevant knowledge.

4.4. The **Provider** will provide the following work tools to the **Intern**: [enter work tools, e.g. mobile, laptop].

**5. Working hours**

5.1 The normal average working hours are 37 hours weekly, including 30 minutes lunch break.

5.2 As a starting point, working hours will be between: [enter time] [enter time], as working hours are fixed with consideration to educational activities and supervision activities at the school.

5.3 As a part of the internship and during working hours, the intern is entitled to participate in two meetings regarding the exam report arranged by DMJX. The intern is also entitled to allocate 1 week to writing the exam report. Both of the above without reduction of vacation.

5.4. With the agreement of the **Provider**, the **Intern** may/is entitled to flex any working hours above 37 hours weekly. As a starting point, one hour’s overtime is equal to one hour’s compensation/flex time, unless otherwise agreed.

5.5. In the event of sickness, contact [enter person] as follows [enter communication form, time, or other conditions]

**6. Pay, compensation & insurance**

6.1. The **Intern** is paid/salaried. Salary constitutes: [enter amount], DKK monthly of 37 hours weekly.

6.2. (Pay/salary) is paid monthly in arrears and will be deposited/paid into the **Intern’s** NemKonto.

6.3. The payslip will be available in the employee’s e-Boks.

6.4. The following expenses will be refunded with the agreement of the **Provider**: [enter, transport costs, lunch, courses, etc.]

6.5. During the internship, the **Intern** is covered by the internship’s occupational accident coverage and possibly other insurance, on equal terms with other employees.

**7. Holiday**

7.1. The **Intern** is covered by the Act on Paid Holiday.

**8. Confidentiality**

8.1. The **Intern** has a duty of confidentiality for any knowledge he or she has acquired on internal relations in the **Provider's** company, when explicitly informed that the knowledge is confidential, or it follows from the quality of the information. In this connection, attention is drawn to the Marketing Practices Act, and the law on trade secrets.

8.2. The duty of confidentiality also applies to the educational programme's internship coordinator, and for the internal and external examiners in connection with the examination that the **Intern** must take to pass the internship.

8.3. The **Intern** is entitled to use information and experience acquired during the period of employment in connection with preparing the reflection report and the examination etc, including communication hereof, which is part of the **Intern's** studies.

**9. Intellectual Property Rights**

9.1. As a starting point, the **Intern** (shall/undertakes) transfer copyright to material prepared by the **Intern** as part of the internship, unless otherwise explicitly agreed.

9.2. The **Intern** may however use material prepared in own physical or digital portfolio. The **Intern** is solely responsible for obtaining any third-party rights.

9.3. In all circumstances, the **Intern** has (retains) copyright to reports, projects etc. prepared as part of the course of studies.

9.4. If the **Provider** wishes to use the material further than the assumed use, this must be agreed explicitly, and any remuneration agreed.

If the **Intern** develops or significantly contributes to material that is subsequently submitted to award show, then the **Intern** will be credited in line with the **Provider’s** other involved employees.

**10. GDPR**

10.1. The **Provider** is responsible for the handling by of the **Intern** of personal information in connection with the internship and will instruct the **Intern** on how personal data is to be handled to meet the relevant requirements. The **Provider** is liable for any (breach of data security (of the GDPR)) during the internship.

**11. Breach and notice of termination**

11.1. For failure to meet expectations and agreements regarding assignments and learning, the **Intern** alone bears responsibility for seeking a dialogue with the Supervisor.

11.2. The agreement may be terminated with 1 month's notice by both parties. The programme's internship coordinator must be given prior notice.

11.2. In the event of a fundamental breach of the agreement, both parties may terminate the agreement with immediate effect. Notice of termination must be in writing, and the terminating party must simultaneously inform the study programme’s internship coordinator.

**12. Other conditions**

12.1. To the extent that the conditions above do not put the **Intern** in a more favourable position, the Act on Salaried Staff applies to the conditions of employment.

**13. Date and signatures**

Date: Date:

**Internship** **provider**: **Intern**:

**Approval 1: Approval of Internship/Placement**

All internship placements must be approved by DMJX. In order to be approved, the company/organisation must:

1. have a minimum of one permanent employee with a professionally relevant background.
2. provide relevant tasks that increase the competences that the intern needs during the internship. These competences must provide both professional benefits and personal development as their goals.
3. nominate an intern supervisor who has the competences and time to continuously ensure that the Intern is achieving the learning goals.

In general, the company must display sufficient professionalism and sustainability regarding volume of work, turnover, and guidance and management resources.

Approval of the internship placement must be available prior to entering into the agreement. Approval or rejection is to be mailed to the Provider's contact person. As a starting point, approval is of 3 years duration. Thereafter, the company/organisation must re-apply.